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MINUTES OF NOVEMBER-DECEMBER MEETING OF  
BOARD OF TRUSTEES - DEC. 7, 1967

Present:	Dr. Wood	Mr. Connolly	Mr. Sterling
	Mr. Schein ✓	Miss Duffy	Mrs. Warren
	Mr. Cooper	Mr. Dunker	Dr. Silverman
	Mr. Arentz	Mrs. Keeney	Mr. Hardin
	Mr. Baldwin	Mr. Werdinger	Miss Voigt
	Mr. Barlow	Mr. Osborne	Mr. Kilduff
	Mr. Beresford	Mr. Schaefer	

Guest - Mrs. Schein ✓

Minutes of the last meeting were accepted as sent.

TREASURER'S REPORT

The Treasurer's Report was given by Mr. Cooper and while all the Trustees indicated they liked its clarity, some Board Members felt in the yearly budget, adjustments could be made to clarify the report further.

Mr. Kilduff indicated he would discuss this with Mr. Thelin, the agency's bookkeeper.

The Treasurer's Report was accepted as presented.

Total Income for 10 months	\$137,484.95
Total Disbursements for 10 months	134,178.09
	<u>3,306.86</u>
 Add: Annuity payments advanced in 1966	
repaid by employees in 1967	122.22
Dividend received in 1967 in checking	
a/c classified as 1966 income	64.00
N.J. Tax deducted from employee but	
not yet forwarded	31.50
United Appeals deductions not yet forwarded	31.80
	<u>3,856.38</u>
 Less: Annuity payments advanced in 1967	
not yet repaid by employees	<u>285.60</u>
 Balance on Hand - October 31, 1967	<u><u>\$3,570.78</u></u>

VICTORIA FOUNDATION GRANT FOR 1968

Dr. Wood informed the Board on November 16, 1967 the Family Service Bureau received a check from the Victoria Foundation for \$11,500 for its participation in the Call to Learning: Newark Victoria Plan for 1968. This money was deposited on November 16, 1967 in the United States Savings Bank and will be withdrawn as needed throughout next year.

REPORT OF PERSONNEL POLICIES COMMITTEE

Mr. Merdinger presented the recommendations of the Personnel Policies Committee which had been approved by the Personnel Policies Committee at its November 28th meeting.

On that date the committee met and reviewed the salary policies and ranges for professional social work positions approved as a recommended salary range by the Board of Directors of the Family Service Assn. of America on May 16, 1967 for F.S.A.A. member agencies in 1968.

In reviewing the Personnel Policies Committee's recommendations, Mr. Merdinger indicated on December 6, 1966 the Board had approved a salary range for professional social workers from \$7,430 to \$11,063. The new salary guide recently approved by the Family Service Assn. of America for implementation on January 1, 1968 for F.S.A.A. member agencies recommends a salary scale for professional social workers as follows:

A minimum salary of \$8,600 for caseworker I. This is a professional worker with a graduate degree who has less than two years experience.

A minimum of \$9,460 to \$12,680 for caseworker II. This is an individual graduated from an accredited school of social work, who has a minimum of four years paid experience after graduation, to fifteen years.

A range of \$11,635 to \$14,690 for caseworker III. This is a professional social worker with years of experience who is given a specific assignment.

Mr. Merdinger indicated the Family Service Bureau's Personnel Policies Committee suggest the adoption of a salary scale of \$8,600 to \$11,500 for caseworkers commencing January 1, 1968. The committee also suggested incorporating into this salary range caseworker I and caseworker II qualifications. At the present time all the caseworkers employed by the Family Service Bureau fall into the caseworker II category and the Personnel Policies Committee felt the present salary scale should reflect the \$9,460 base for caseworker II qualification. Adjustments would have to be made in four caseworker's salaries to bring it to the \$9,460 minimum.

It was further recommended that those who were in the mid-point of this range be raised \$200 over their current salary base to provide an increment adjustment for those beyond the mid-point in the salary range.

At this point the Board discussed fully these recommendations of the Personnel Policies Committee. It was the feeling of Mr. Schaefer the entire report should be tabled until all other Board people not on the Personnel Policies Committee had an opportunity to review and study the report.

Other Board Members asked how this salary scale was arrived at by Family Service Assn. of America. It was pointed out the Family Service Assn. of America's Personnel Policies Committee members came from all parts of the United States and this particular salary scale had been equated to other professions, such as accountants, auditors, attorneys, chemists and engineers, who were just out of school and those who had experience since leaving school, and the proposed salary range was in line with the current salaries being paid in these professions. (A copy of this Salary Policies and Ranges for Professional Caseworkers 1967 is on file at the office for all members of the Board of Trustees who would like to read it).

After further discussion and exploration, it was moved by Mr. Hardin and seconded by Mr. Osborne that the recommendations of the Personnel Policies Committee as it applies to the caseworkers for the agency be adopted. Motion was approved, but not unanimously, Mr. Schaefer and Mr. Sterling voting no. Miss Duffy, Mr. Cooper and Mr. Barlow (because of arriving late and was not present for the full discussion on this part of the meeting) abstained.

Part II of the Personnel Policies Committee recommended that the following raises be given to the clerical staff of the agency: the office manager a \$10 a week raise, and other clerical staff to receive \$264 a year raise. This would bring the clerical personnel into line with the current salaries being paid in surrounding businesses in the Newark community.

After discussion, it was moved by Mr. Barlow and seconded by Mr. Baldwin and unanimously approved that the clerical salaries be raised as recommended.

Part III of the Personnel Policies Committee Report dealt with the management component Family Service Assn. of America had incorporated into the salary ranges for the first time in its history. Family Service Assn. of America has divided this management component into grades I, II and III, of which Family Service Bureau of Newark falls into the category of larger agencies which employ five to ten caseworkers, with one management component position, in addition to the Executive Director.

This management position in the Family Service Bureau is the position held by Mrs. Casey, as Director of Casework Services. She is placed in the new management grade I as recommended by Family Service Assn. of America. The recommended salary scale for management grade I is \$11,000 to \$17,000, with the mid-point being \$14,000. It was the recommendation of the Personnel Policies Committee that Mrs. Casey be placed at the mid-point of this salary scale for 1968.

The Board discussed this recommendation in full and it was the suggestion of Mr. Schein that instead of giving her the full amount to \$14,000 this year, that it be done in two steps. However, after discussion it was moved by Mr. Hardin and seconded by Mr. Barlow that Mrs. Casey be placed at the mid-point of this management grade level for 1968. This recommendation was approved.

Part IV of the Personnel Policies Committee Report dealt with the Executive Director and in the Personnel Policies guide, the Executive Director of Family Service Bureau fell into management grade II, which has a salary range of \$14,000 to \$22,000. The Personnel Policies Committee recommended the Executive Director be placed at the mid-point of this grade level which is \$18,000 for 1968. After discussion, this recommendation was approved.

However, it was the recommendation of the Board of Trustees that in the future when adjustments in the salary scale are to take place, the Personnel Policies Committee report be given to the Board of Trustees at least one month prior to action.

Because of the importance of the Personnel Policies Committee Report, the report of the Case Committee and Biennial Conference were tabled until the January meeting.

✓ The January meeting will take place on the last Thursday of the month - January 25, 1968.

Edward V. Kilduff